

**KENTUCKY BOARD OF
LICENSURE OF MARRIAGE AND FAMILY THERAPISTS
BOARD MEETING MINUTES
July 28, 2011**

GENERAL BOARD MEETING – July 28, 2011

The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on July 28, 2011. Chair Tony Watkins called the meeting to order at 10:15 a.m.

Board Members Present:

Ms. Sandy Miller
Ms. Carolyn Miller-Cooper
Dr. Tom Robbins
Mr. Tony Watkins
Ms. Jane Prouty
Dr. Richard Harmon

Occupations and Professions:

Marcia Egbert, Board Administrator
Jeremy Horton, Deputy Executive Director

Office of the Attorney General:

Angela Evans

Board Member Absent

Ms. Stephanie Head

CALL TO ORDER

Mr. Watkins called the meeting to order at 10:15 a.m.

APPROVAL OF MINUTES

Jane Prouty moved to approve the minutes from the May 26, 2011 meeting with corrections. Sandy Miller seconded the motion. Motion passed.

Jane Prouty moved to approve the minutes from the June 23, 2011 meeting. Sandy Miller seconded the motion. Motion passed.

APPROVAL OF FINANCIAL STATEMENT – JULY 1, 2010 – JUNE 30, 2011

Jane Prouty moved to approve the Financial Statement for July 1, 2010 – June 30 2011. Discussion followed as to what the Miscellaneous line item covered and how money is dispersed/allocated to the final budget. Jeremy Horton will report back on the dispersal and allocation to the final budget when it is completed. Mr. Horton also checked with Fiscal and found that the Miscellaneous line item covered meals ordered in, ½ of cost of a transcript necessary to comply with an open record request, and a fee for serving a summons. Carolyn Miller-Cooper seconded the motion. The motion carried.

REPORT FROM O & P

Jeremy Horton gave an overview of the budget and informed the Board that the Ethics Training is still in the process of being scheduled with the Ethics Commission.

Mr. Horton informed the Board that the contract for Mr. Kravic, the Board's investigator, has been modified to include the 5% decrease in fees. Mr. Kravic has agreed to the decrease and the contract will run through January, 2012. Upon the signing of the contract by the Board Chair and Board Attorney the contract will be sent to Mr. Kravic for his signature. Tony Watkins moved that the Board approve the contract per Angela Evan's recommendation. Carolyn Miller-Cooper seconded the motion. The motion carried.

Mr. Horton reported that the chair of the KAMFT has invited Executive Director Shannon Tivitt to attend the KAMFT Conference next weekend. Ms. Tivitt has agreed to attend and will report back to the Board at their next meeting.

OLD BUSINESS

- **Regulation Changes** – Ms. Evans has the regulation changes complete. However, until the applications and form revisions are complete she is unable to file them. It was brought to the attention of the Board that there is nothing in the regulations stating that licensees need to file an address change with the Board Office. Sandy Miller moved that we add the request for a change in address to be submitted to the Board Office under 201 KAR 32:050 Code of Ethics, Section 3 as item (7) that it is the licensees duty to maintain their correct address with the board office and will notify the Board within 10 business days of any change. Jane Prouty seconded the motion. The motion carried. Angela Evans will submit this to LRC when she submits the forms. Tony Watkins moved that

the Board authorize Angela Evans to make changes to the regulations to match up with the changes on the forms. Jane Prouty seconded the motion. The motion carried.

- **Review of Application and Forms for changes** – The Board continues to work on the changes to the applications and forms. The Renewal Reminder Cards were discussed. Since it states on the card that you can renew online and Associates can't, it was decided to send the reminder cards to LMFT's only. The Associates will receive a notice and a renewal form in regular mail. Marcia Egbert will have Jeff Boler add the statement. **"Associates CAN NOT renew online!"** to the website. Remainder of forms will be reviewed and discussed at the next meeting.
- **Background Checks for new Associates to be submitted with application for licensure** – Tabled until the August meeting. Waiting to hear back from AAMFT Board to see what other states are doing.
- **Universities to develop online training that relates to Kentucky Law in our regulations** – This discussion continues to be ongoing. The training would need to be approved by the Board before it can be put online.
- **CEU Discussions – Committee recommendations:**
 - Outline of process required by providers to be added to the regulations. Approve each application for one (1) calendar year. Must resubmit each year. Fee will stay the same. If anything changes on the application at all, it must be resubmitted and a new fee paid. Keep a list on the website of approved trainings. Angela Evans suggested that we could increase the fee to \$50. This would need to be done at the next regulation change.
 - Online/Home Study CEU's will be approved for only the current year. Must resubmit each year.
 - Discussion of KAMFT being required to send their trainings to the Board for review. The consensus of the Committee is that they should, but the regulations don't say that. It would require a regulation change and the State affiliates section would have to change. It was suggested that we send a letter to the KAMFT and state, "Due to regulation changes, we're asking, as a professional courtesy, for you to provide training content to the MFT Board of any trainings pertaining to Ethics/Supervision for review." Tony Watkins will write the letter to Donna Russo and the KAMFT Board.
 - Maintaining standards of CEU's that pertain to subject matter which integrally relate to the practice of MFT. Tabled until the Fall Work Session.
- **Plan of Supervision Contracts – One for each supervisor? Final Decision** – It was recommended that we change Additional Supervisor to Additional Setting and have a separate contract for each Supervisor. The form change will go along with the other forms when submitted to LRC.
- **Committee Rotation** – Will rotate committee assignments in January 2012.

NEW BUSINESS

- **Re-schedule November Meeting** – There is no meeting scheduled for November due to the Thanksgiving Holiday. Richard Hamon moved to change the December meeting to December 8, 2011 and take care of November and December business for both months at that meeting. Tom Robbins seconded the motion. Motion carried. Tony Watkins will come in prior to the meeting and review applications and the Board can ratify them at the December meeting. Marcia Egbert will arrange meeting rooms and request Jeff Boler to make the changes on the website.
- **Letter received from John E. Turner – Cross accredit CEU's with other Boards** – This was reviewed for informational purposes. No further action.
- **Compiled Board Approved Supervisor List by October – Draft** – Marcia Egbert presented a draft list of Board Approved and AAMFT Approved Supervisors. Tony Watkins has drafted a letter to send to all MFT's that have had a license for four (4) years stating that beginning January 1, 2012 the list will be available on the website. All supervisors are required to send proof of their attendance at the required trainings to the Board Office before they will be put on the list. Supervisors are to submit the proof prior to October 31, 2011.
- **Committee Reports/Newsletter to Licensees** – All Committees to report each meeting with any problems, etc. that would be of interest for a newsletter that would go out to all licensees at least once a year.
- **Supervisors awareness of renewal status of Associates** – Supervisors need to be aware of where their supervisee's stand in renewing, etc. No further action.
- **E-Mail from Judith Stubbs – Supervision Contracts** – Discussed. No action taken.
- **E-Mail from Pamela Guerrero – CEU Questions** – Discussed. No action taken.
- **E-Mail from Rose Pennington and Marsha York – Raw Data - Live and videotaped supervision (50) hours** – Discussion followed. The Board will need a copy of the regs prior to the ones we have now to determine dates. Depending on that date, it was determined that the licensee would not be required to meet current regs and must adhere to the regs that were in effect when the licensee started. Tabled to next meeting.
- **Letter from Nicole Garrett – Request of waiver of late fee** – Ms. Garrett's request was approved due to the proper notification not being sent to Ms. Garret. A \$20 late fee will be refunded to Ms. Garrett.
- **PDI Candidate Application – Create application** – Not an issue as the PDI Candidate Program is being discontinued.
- **Letter from Barbara Driskill – Status of Approved Supervisor** – The Board's decision stands. Educational Qualifications don't make a licensee a board approved supervisor.

- **AAMFTRB Conference – September 7 & 8, 2011** – Tony Watkins recommended we send the Board investigator to the National Investigation/Inspection Training and pay his registration, travel, and per diem. Jane Prouty made a motion to accept Tony Watkins' recommendation. Tom Robbins seconded. Discussion followed. Mr. Watkins amended his recommendation to include any Board Member, the Board Administrator and the Board Attorney to attend and include registration, travel and per diem for them. Tony Watkins moved that the Board approve his recommendation. Sandy Miller seconded the motion. Motion carried. Marcia Egbert will obtain the forms from Fiscal and send them to everyone.
- **Training on Supervision and Kentucky Law presented by Tony Watkins - List of attendees and evaluation results** – Informational. No further action.

COMPLAINTS/COMPLIANCE/OTHER LEGAL MATTERS

Sandy Miller, on behalf of the complaint committee made the following motions and recommendations:

- 07-003 – Pending – No Action – Attorney Angela Evans is going to contact LPC Board to see where this complaint stands.
- 09-005 – Ongoing – Angela Evens to follow-up to see if trial occurred and what the results were. She will report back at the next meeting.
- 2010-001 – Requesting additional information from the complainant.
- 2011-001 – Admonishment was sent. Up to the licensee to respond. Open for 30 days for response.
- 2011-005 – Recommendation to dismiss. Insufficient evidence. Marcia Egbert to send letter.

Sandy Miller made a motion to accept the Committee's recommendations on the position of each of the complaints. The motion was seconded by Tom Robbins. The motion carried.

APPLICATION REVIEW

Carolyn Miller-Cooper made a motion that the Board approves all of the renewals, audits, and applications that were reviewed by the Application Committee. Sandy Miller seconded the motion. The motion carried.

Sandy Miller moved to ratify all licenses issued and renewed up through May 26, 2011; 5/27/2011 through 6/22/2011; and 6/23/2011 through 7/24/2011. Carolyn Miller-Cooper seconded the motion. Motion carried.

Associates:

The following applications for Marriage and Family Therapist Associate were approved: *Jennifer Schinke, Kimberly M. Boss, Kristyn M. Blackburn, Michelle Brimm, Carol Ann Poston, Valerie L. Lawson*

The following applications for Marriage and Family Therapist Associate were denied: *Adam Ruiz, Latoya Vaughn, Shelly Allen*

The following contracts for Marriage and Family Therapist Associates Plan of Supervision were approved: *Kelly Jeanette Lee, Monica Hurt, Joseph Out Quaye, Brittani Hoyer, Karen Raby, Jacqueline Peterson, Lyle A. Edwards*

The following contracts for Marriage and Family Therapist Associates Plan of Supervision were denied: *Maria Anderson*

The following Renewals for Marriage and Family Therapist Associates were approved: *Nicole Garrett, Mike Waterman, Crosby Rudd, Enrica Thomas, Katherine Efstration, Nicole Ward*

The following Renewals for Marriage and Family Therapist Associates were denied: *Julie Heinbaugh*

LMFT:

The following applications for licensed Marriage and Family Therapist were approved: *Barbara J. Stallard, Lockie C. Inlow, Melanie L. Staderman, Melinda Gay Smith*

The following application for licensed Marriage and Family Therapist was deferred: *None*

The following application for licensed Marriage and Family Therapist was denied: *None*

The following application for licensed Marriage and Family Therapist by endorsement was approved: *None*

The following Renewal Audits for Marriage and Family Therapist were approved: *Thomas C. Noyes, Richard C. Ennis, Jennifer McDaniel, Susan Lear, Kenneth B. Armstrong*

The following Renewal Audits for Marriage and Family Therapist were deferred: *Shelley Ann Brown Carter*

The following Reinstatements for Marriage and Family Therapist were approved: *None*

The following Reinstatements for Marriage and Family Therapist were approved with provisions: *None*

Provider Applications Approved

Bluegrass Regional MH-MR Board, Inc. – Risk Management – 3.0 Hours
CMI Education Institute – Attachment and Emotion Regulation – 6.0 Hours
CMI Education Institute – Very Best Treatment for ADHD and the Processing Disorders – 6.0 Hours
CMI Education Institute – Psychopharmacology: Moods, Medication & Mental Health – 6.0 Hours
Cross Country Education – Cognitive-Behavioral Therapy for Anxiety – 6.0 Hours
Cross Country Education – Emergency Mental Health: Assessment and Treatment – 6.0 Hours
Cross Country Education – Journal Therapy: Writing as a Therapeutic Tool – 6.0 Hours
Division of Behavioral Health – Kentucky School of Alcohol and Other Drug Studies – 29.0 Hours
Four Rivers Behavioral Health – Autism: Current Trends in Diagnosis and Treatment Across the Life Cycle – 3.0 Hours
Four Rivers Behavioral Health – Implications of Brain Development on Attachment and Personality Disorders – 3.0 Hours
Heisel and Associates – Ethics Made Easy – 3.0 Hours
Heisel and Associates – Clinical Supervision: We Are More Than Bosses – We are Leaders – 6.0 Hours
Institute for Natural Resources – Conquering Pain – 6.0 Hours
James Robert Ross – Anchor Counseling – Sexual Ethics for Marriage and Family Therapists – 3.0 Hours
Jennifer Lawrence – Heisel & Associates Inc. - Ethics in Everyday Practice – 3.0 Hours
Jennifer Lawrence – The Meadows: Complex PTSD and Co-occurring Addictive Disorders – 6.0 Hours
Jennifer Lawrence – PESI: Attachment and Emotion Regulation – 6.0 Hours
Jennifer Lawrence – PESI – Treating Trauma and Attachment Issues in Children and Families – 6.0 Hours
RiverValley Behavioral Health – There Is Nothing Street About It – A Focus on Designer Drugs – 3.0 Hours
Seven Counties Services, Inc. – Celebrate Recovery Conference – 5 Hours
Seven Counties Services, Inc. – Cognitive Behavior Therapy – Advanced Training – 6.0 Hours
Seven Counties Services, Inc. – Domestic Violence – Treatment Implications for Survivors – 3.0 Hours
Seven Counties Services, Inc. – Parent-Child Interactive Therapy – Basic Training – 6.0 Hours
Summit Professional Education – Combat-Induced PTSD – 6.0 Hours
South Central KY AHEC – Barren River Mental Health and Aging Coalition 2011 Conference – 5.0 Hours
The Ridge Behavior Health System – Crisis Management: Verbal De-escalation – 3.0 Hours
The Ridge Behavior Health System – Introduction to Healthcare Decisions at the End of Life and Substance Abuse and the Elderly – 5.0 Hours
The Ridge Behavior Health System – Self-Injurious Behavior – 3.0 Hours
University of Kentucky Human Development Institute – Improving Outcomes for Hispanic Families in Kentucky: A foundation for Beginning – 2.0 Hours.

Provider Applications Deferred

Ky Department for Behavioral Health, Developmental and Intellectual Disabilities – Person Centered Thinking Training – 10.0 Hours
KY Domestic Violence Association – Reducing Barriers to Services for Persons who are Deaf/Hard of Hearing - ?? Hours (Not on form – No timed agenda)
Seven Counties Services, Inc. – Summer Training 2011 – Includes request for three different trainings (Update on Medications and Common Issues in School Based Psychiatry – 2.5 Hours; Expressive Therapy Techniques - 3.5 Hours and Cultural Competency 6.0 Hours) – Fee sent was \$25 – Must send additional \$50

Provider Applications Denied

CMI Education Institute – Ethical Principles in the Practice of Tennessee Mental Health Professionals – 6.0 Hours
Jill Tan-Gatue – Aspira Continuing Education – Laws and Ethics – 6.0 Hours – No supporting documentation.
Jill Tan-Gatue – Aspira Continuing Education – How to Build a Thriving Fee-for-Service Practice – 3.0 Hours - No supporting documentation.
Jill Tan-Gatue – Aspira Continuing Education – From Panic to Power – 3.0 Hours - No supporting documentation.
Jill Tan-Gatue – Aspira Continuing Education – Panic Disorder – 6.0 Hours - No supporting documentation.

SCHEDULED MEETINGS

August 25, 2011 – Committee Meetings – 8:30 AM
August 25, 2011 – Regular Board Meeting – 9:30 AM
Meetings held at 911 Leawood Drive, Frankfort, Kentucky

TRAVEL AND PER DIEM

Tom Robbins moved that the travel and per diem be paid for those who attended the Board's regular meeting. Sandy Miller seconded the motion. The motion carried.

Before the Board adjourned, Tony Watkins brought to the Board's attention that there are two applications for renewal that were deferred due to an investigation being done on them for working without a license. Tom Robbins moved that if it is deemed necessary to file a complaint against a licensee for practicing without a license that Tony Watkins be allowed to file the complaint on behalf of the Board. Richard Hamon seconded the motion. The motion carried.

ADJOURNMENT

Tony Watkins adjourned the meeting at 1:07 p.m.